REQUEST FOR QUALIFICATIONS TO PROVIDE

ENGINEERING SERVICES

This is a Request for Proposals to provide Engineering services to the City of Natchez, Mississippi, for the cities Program Year 2018 Small Cities Community Development Block Grant Public Facilities application. The application, which will be submitted for funding consideration the week of May 14, 2018, is for a city-wide water improvement project. You are invited to submit a proposal, in accordance with this request, to the City of Natchez, Office of the City Clerk, PO Box 1185, Natchez, MS 39120, no later than 9:30 A. M. local time on Wednesday, April 4, 2018. At that time, proposals will be opened, recorded, and taken under advisement to be evaluated and scored by a committee established by the mayor and board of alderman, with a recommendation being made to the full board. The proposal receiving the highest cumulative score will be selected to provide the desired engineering services.

The Engineer will be responsible for preparing project cost estimates for application preparation, and if awarded, the selected Engineer will provide engineering services through project closeout in accordance with federal, state and local laws, regulations and policies. The scope of work includes but is not limited to the following: 1) prepare plans and specifications, 2) distribute bid documents, 3) assist in bid opening and prepare bid tabulation, 4) assist in the execution of construction contracts, 5) hold pre-construction conference, and 6)perform construction inspection including periodic reports to the City of Natchez, and approve all payment requests.

The City of Natchez is an Equal Opportunity Employer. The City of Natchez encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. The City of Natchez also encourages Section 3 eligible businesses to submit proposals. Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 17010) requires, to the greatest extent feasible, that the City of Natchez and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower incomes residents of the City of Natchez. Section 3 also requires that contracts for work in connection with the Section 3 area be awarded to Section 3 eligible business concerns.

All proposals must be submitted in a sealed envelope and marked with the following language” ‘Proposal for CDBG Engineering Services.”. Proposals will be evaluated on the following factors: Qualifications (40 points), Experience (40 points) and Capacity for Performance (20 points). To be evaluated properly, the following must be addressed in detail:

Qualification – List of qualification of persons to be assigned to project

Experience – Information regarding the firm’s experience and the projects previously undertaken, including the type and amounts of grants awarded, the project activities, and the status of the projects.

Capacity – Identify the number and title of staff assigned to provide services.

Subject to CDBG award(s) and the removal of environmental condition, the City of Natchez will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to the City of Natchez, price and other factors considered. The contract will include scope and extend of work and other essential requirements. An individual contract will be executed for each awarded project, and the contract will be on a fixed price basis.

The City of Natchez has the authority to terminate the selection at and time.